

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
DS SUPERVISOR OF CASE MANAGEMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: DDS EMPLOYEES ONLY WHO CURRENTLY HOLD THE TITLE OF DS SUPERVISOR OF CASE MANAGEMENT

Location: IFS, New Haven, CT

Job Posting No: 022440

Hours: First Shift, Full-Time, Monday-Friday – 8:00AM –4:30PM

Salary: \$2,683.95 Bi-Weekly

Closing Date: August 19, 2013

Eligibility Requirement: Candidates must have applied for and passed the DS Supervisor of Case Management Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: This Position will oversee the Voluntary Services Program for behaviorally challenged children with a dual diagnosis. This position will also supervise some IFS cases out of the New Haven office. Other duties include: schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in developmental disabilities and updates Case Managers accordingly; explains departmental programs, policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; may assist in administration of region or training school participation in federal reimbursement programs; may represent facility in any legal proceedings involving clients; performs related duties as required.

Minimum Qualifications Required Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of mental retardation case management practices; considerable knowledge of and ability to perform clinical assessments;

Knowledge, Skills And Ability considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of person centered team approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

General Experience: A Bachelor's degree and three (3) years of experience providing case management or casework services to an assigned caseload of individuals.

Special Experience: One (1) year of the General Experience must have been providing case management or casework services to persons with developmental disabilities.

Special Requirements:

1. Incumbents in this class may be required to possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions.
2. Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

PLEASE READ CAREFULLY - TO APPLY: Please complete a CT-HR-12 employment application which can be located at www.das.state.ct.us . (For current DDS employees, the Application for Transfer/Promotion form will NOT be accepted) Please reference the position number and provide copies of your last two performance appraisals. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 PM on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.